

Position Title: Senior Maintenance Worker

Statement of Duties

Skilled position at a journeyman's level with responsibility for skilled manual tasks under supervision in the maintenance of the Nursing Home, and other County buildings.

Position Functions

Essential Functions

1. Perform a variety of skilled tasks such as rough pipe fitting, caulking, painting, carpentry and electrical maintenance work in maintaining buildings, and related facilities.
2. Change air-conditioner filters and clean refrigeration units; clean and maintain boiler rooms, furnaces and garages; paint buildings, picnic tables and other equipment; perform carpentry tasks; repair and replace plumbing; performs welding assignments
3. Make repairs to pavement, gutters, curbs, drains, culverts and other structures; set forms, mix concrete, and perform cement work.
4. Repair mowers, and other mechanical equipment; operate cutting and welding equipment; repair motor vehicles; install computer equipment and telephone cables.
5. Perform snow plowing, salting and sanding as necessary using trucks or tractor, removes snow and ice from sidewalks and steps; mow, trim and edge lawns.
6. Lock and opens buildings, turn lights on and off, check generators during power failures, repair door knobs and unstop toilets, maintain grounds around County Buildings.
7. Works with and supervises prisoners on work detail.

Other Functions

8. Performs any other related duties requested by the Supervisor.

Minimum Qualifications

A candidate for this position should have a high school diploma or equivalent and must be able to read, write and make arithmetical computations. Two (2) years previous experience and journeyman's knowledge of maintenance procedures is desirable; candidate must be able to demonstrate possession of the required knowledge, skills and abilities to perform the work. Possession of a valid motor vehicle operator's license issued by the State of New Hampshire is required.

A candidate should have considerable knowledge of methods, materials and equipment used in maintenance work; must be able to read, write, understand and follow oral and written instructions; to perform electrical wiring, plumbing, motor equipment operating, painting, plastering and other maintenance tasks; to operate trucks; to establish and maintain harmonious relationships with others, such as the general public, co-workers, and other department personnel; to carry out details of work without close supervision; and to communicate effectively with others, both orally and in writing.

Physical & Mental Requirements

The incumbent works in a loud noise setting in the nursing home and other county facilities, with exposure to outdoor weather conditions, high places, and toxic or caustic chemicals up to _ of the time; risk of electric shock up to _ of the time; and mechanical moving parts more than _ of the time. There is some risk of personal injury if care is not exercised in the operation and repair of equipment. Physical demands generally involve climbing or balancing, stooping, kneeling, and crouching or crawling up to _ of the time; and standing, walking, talking or listening/hearing, use of hands, and reaching with hands and arms more than _ of the time. Frequently weight is lifted or force exerted up to 10 lbs.; occasionally weight is lifted or force exerted up to 60 lbs.; seldom is weight lifted or force exerted up to 100 lbs. There are normal vision requirements for this position. Equipment used includes light trucks, automobile, heavy and light equipment, pneumatic tools, medical equipment, power and hand tools.

Job Environment

Most maintenance duties become routine and repetitive within a reasonable time following appointment. Incumbent is required to follow standard procedures and accepted practices. Normally, the sequence of steps to be followed is within the decision-making of the incumbent unless the supervisor directs otherwise. Most work is standardized. Employees perform electrical wiring, plumbing, motor equipment operating, painting, plastering and other maintenance tasks at a journeyman level.

Errors made could result in personal injury or injury to other employees.

The incumbent has occasional contact with the public through their moving through the county buildings and the ordering of parts. Other contacts are minimal, and generally are with other county or town employees. Contacts occur in person and through use of the telephone.

Supervision

Incumbent works under the general supervision, but performs most duties with a high degree of independence after becoming knowledgeable and skillful with daily routine. Incumbent is held accountable for results of work performed. Supervision is mainly in the form of face-to-face meetings with supervisor, and the supervisor's observations of tasks completed by incumbent. Incumbent must report all new or unusual conditions and situations to supervisor. Work is reviewed for accuracy and compliance with instructions. Work volume is predictable, subject only to seasonal changes and can generally be anticipated. Incumbent generally works normal business hours but may on occasion be required to work outside normal business hours; and works on weekends, as required. The incumbent has no access to confidential information.

I have read and understand the Job Description for the Senior Maintenance Worker.

Signature of Employee

Date

Witnessed

Date